

PLANNING AND BUILDING SERVICES

Department Purpose and Description

The mission of the Planning and Building Department is to guide the physical development of the City through implementation of the General Plan and Building Codes. We are committed to enhancing the quality of life through sound infrastructure, protection of the environment, and promotion of high quality social and economic growth.

Our vision for the City of Chula Vista is one of a vibrant, progressive community that has achieved its full potential, but is always striving to improve and revitalize itself. In that context, our shared vision for our department is one of an organization that works closely with the community to achieve its vision, through creative planning and problem-solving, through careful review of new development, and through collaborative efforts to maintain code compliance.

Major Accomplishments for Fiscal Year 2005

The General Plan Update (GPU) and its accompanying Environmental Impact Report have been completed and should be adopted by the City Council in summer 2005. The General Plan has established the vision for Chula Vista through the year 2030. The conclusion of this project is a major accomplishment and concludes an effort that took over three years and more than 70 public meetings. The GPU seeks to preserve much of the character and natural resources of the City while providing opportunity for development of new and affordable options in housing, providing additional jobs for the residents, creating more recreational and cultural centers, and improving the connection between the unique regions of the City.

The fast track processing of Village 7 Sectional Planning Area and improvement plans were important achievements in that they helped facilitate the Sweetwater Union High School District's development of High School 13. Also in Otay Ranch, processing and approval of the 850,000 square foot Town Center at Otay Ranch commercial development was completed and construction is anticipated to be complete in October 2006. This center will provide much needed services to our citizens as well as provide significant revenues to the City.

Significant progress has been made in the "top-to-bottom" review of the City's Growth Management Program.

Implementation of the Proactive Code Enforcement Program has been successful thus far. During the fiscal year, City Council approved a new deputy city attorney position and a senior planner, both of which are to be dedicated to code enforcement support. Our sweep areas include Broadway and Main Street, and inspections for hotel/motels and mobile home parks.

Major Goals and Challenges for Fiscal Years 2006 and 2007

We will complete the "top-to-bottom" review of the City's Growth Management Program during the 2005/06 fiscal year.

We will further develop the City's Historic Preservation Program. The program will view historic preservation from a more comprehensive perspective.

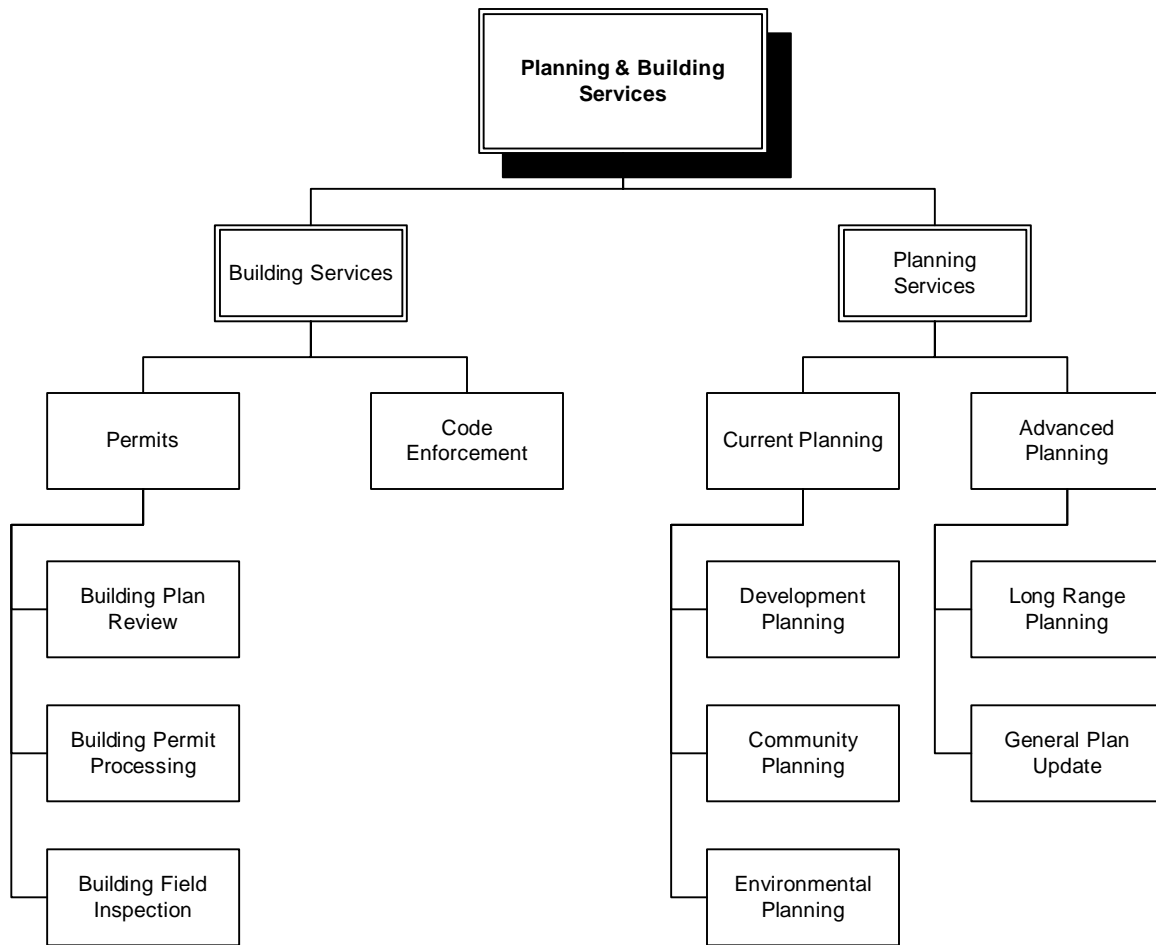
We will complete the Framework Strategy to guide development of the Eastern Urban Center, the University and the Regional Technology Park. With consultant assistance, we will develop the concept plan for a multi-institutional university.

We will complete the SPA level planning on Village 2 of Otay Ranch and initiate the SPA level planning for the Eastern Urban Center, and Villages 8 and 9.

The Planning Division will be much more involved in the processing of entitlements for properties within the redevelopment areas. We will also initiate the processing of at least two additional SPA plans for properties within the Otay Ranch.

PLANNING AND BUILDING

ORGANIZATION CHART



PLANNING AND BUILDING SERVICES 12000

EXPENDITURES

	FY 2004 ACTUAL	FY 2005 AMENDED	FY 2006 ADOPTED	FY 2007 ADOPTED
Personnel Services	7,694,092	8,441,690	8,966,315	9,221,539
Supplies and Services	1,307,625	1,776,462	1,249,695	1,249,695
Other Expenses	68,809	455,737	520,730	106,405
Capital	55,344	19,000	0	0
EXPENDITURE TOTALS	\$9,125,870	\$10,692,889	\$10,736,740	\$10,577,639

Expenditures by Division

DIVISION	FY 2004 ACTUAL	FY 2005 AMENDED	FY 2006 ADOPTED	FY 2007 ADOPTED
12100 Administration	660,956	1,115,485	637,931	656,161
12300 Building Services	4,135,123	4,534,507	4,822,237	4,943,109
12500 Planning Services	4,329,791	5,042,897	5,276,572	4,978,369
EXPENDITURE TOTALS	\$9,125,870	\$10,692,889	\$10,736,740	\$10,577,639

REVENUES

	FY 2004 ACTUAL	FY 2005 PROJECTED	FY 2006 ESTIMATED	FY 2007 ESTIMATED
Other Local Taxes	37,841	50,128	50,128	52,133
Licenses and Permits	4,283,761	3,456,756	3,483,839	3,489,947
Fines, Forfeitures, Penalties	52,592	97,719	101,628	105,693
Revenue from Other Agencies	175,516	564,325	414,325	0
Charges for Services	3,917,411	5,900,933	5,850,327	5,989,603
Other Revenue	613,399	718,275	1,061,904	1,082,216
REVENUE TOTALS	\$9,080,520	\$10,788,136	\$10,962,151	\$10,719,592

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AUTHORIZED POSITIONS

	FY 2001	FY 2002	FY 2003	FY 2004	FY2005	FY2006	FY2007
Director of Planning/Building	1	1	1	1	1	1	1
Assistant Director of Planning	1	1	1	1	1	1	1
Assistant Director of Building & Housing	1	1	1	1	1	1	1
Administrative Office Assistant III	4	0	0	0	0	0	0
Administrative Office Specialist	2	0	0	0	0	0	0
Administrative Secretary	0	0	0	0	0	0	0
Administrative Technician	0	0	0	0	0	1	1
Advanced Planning Manager	0	0	0	0	0	1	1
Assistant/Associate Planner	10	10	10	12	12	12	12
B&H Insp/Code Enforcement Officer I/II	14	16	16	18	18	0	0
B&H Insp/Code Enforcement Officer III	2	2	2	2	2	0	0
Building Inspector II	0	0	0	0	0	12	12
Building Inspector III	0	0	0	0	0	2	2
Business License Representative	0	1	1	1	1	1	1
Code Enforcement Manager	1	1	1	1	1	1	1
Code Enforcement Officer II	0	0	0	0	0	6	6
Code Enforcement Technician	0	0	0	1	1	1	1
Deputy Building Official	1	1	1	1	1	1	1
Deputy Director of Planning	0	0	0	1	2	0	0
Development Planning Manager	0	0	0	0	0	1	1
Development Services Technician	5	8	8	8	9	9	9
Environmental Project Manager	4	4	4	3	4	4	4
Environmental Review Coordinator	1	1	1	1	1	1	1
General Plan Project Manager	1	1	1	1	0	0	0
Landscape Planner I/II	1	1	1	1	1	1	1
Office Specialist	0	4	4	4	4	3	3
Permits Processing Coordinator	1	0	0	0	0	0	0
Permits Processing Supervisor	0	1	1	1	1	0	0
Plan Check Engineer	1	0	0	0	0	0	0
Plan Check Supervisor	0	1	1	1	1	1	1
Planning Technician	0	3	3	3	2	2	2
Planning Technician II	1	0	0	0	0	0	0
Planning Technician III	4	0	0	0	0	0	0
Plans Examiner	3	4	4	4	4	4	4
Principal Management Assistant	1	1	1	1	1	1	1
Principal Planner	5	5	5	4	4	3	3
Secretary	1	3	3	3	3	3	3
Secretary to Planning Commission	1	0	0	0	0	0	0
Senior Administrative Office Specialist	1	0	0	0	0	0	0
Senior Administrative Secretary	0	1	1	1	1	1	1
Senior Building Inspector	0	0	0	0	0	2	2
Senior Building Inspector	2	2	2	2	2	0	0
Senior Business License Representative	0	1	1	1	1	1	1
Senior Code Enforcement Officer	1	1	2	2	2	2	2
Senior Development Services Technician	1	1	1	1	1	1	1

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AUTHORIZED POSITIONS

	FY 2001	FY 2002	FY 2003	FY 2004	FY2005	FY2006	FY2007
Senior Fiscal Office Specialist	0	1	1	1	1	0	0
Senior Management Assistant	0	0	0	0	0	1	1
Senior Office Specialist	0	0	0	0	0	1	1
Senior Planner	3	3	3	3	3	5	5
Senior Planning Technician	0	2	2	2	2	1	1
Senior Plans Examiner	0	1	1	1	1	1	1
Senior Secretary	0	1	1	1	1	1	1
Special Planning Project Manager	0	0	1	2	1	0	0
<i>Total Permanent FTE's</i>	75	85	87	92	92	91	91

PLANNING AND BUILDING SERVICES

MISSION STATEMENT • GOALS • OBJECTIVES AND MEASURES

MISSION STATEMENT: To guide the physical development of the City through implementation of the General Plan and Building Codes. We are committed to enhancing the quality of life through sound infrastructure, protection of the environment, and promotion of high quality social and economic growth.

GOAL: Provide high quality customer service to the public regarding compliance with the Municipal Codes through the issuance of building permits and the abatement of violations.

Objective: Have well-trained staff available to assist the public in obtaining building permits.

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
% of identified staff trained on the permit tracking system	85%	85%	85%	85%	85%

Objective: Respond to public requests for code enforcement service promptly.

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
Cases closed as % of cases initiated	87%	90%	85%	88%	90%
Cases brought into voluntary compliance as a % of cases initiated *	80%	68%	70%	80%	83%
Cases brought into compliance through administrative/judicial action as a % of cases initiated *	4.4%	1.3%	6.0%	8.0%	9.0%
Average number of days from case initiation to voluntary compliance	21.8%	39.1%	35.0%	30.0%	28.0%

* Note: These measures do not add to 100%, the balance due to unfounded or dropped complaints.

GOAL: Develop and maintain a competent and customer service-oriented plan review and inspection office that emphasizes building safety and is responsive to the needs of the construction community and the public.

Objective: Respond promptly to customer requests.

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
% next day response on construction inspection requests	98%	98%	98%	98%	98%
% plan review meeting turn-around time standards	85%	87%	85%	85%	85%
% of inactive permits closed	100%	100%	100%	100%	100%

Objective: Ensure plans examiners & construction inspectors are well trained.

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
No. hours of weekly training provided to all plans examiners and construction inspectors	1.0	1.0	1.0	1.0	1.0

GOAL: Coordinate the comprehensive update of the City of Chula Vista General Plan.

Objective: *Develop a detailed work program for the General Plan, to include staffing, consulting and costs.*

Objective: *Complete the Citywide baseline studies and the individual Community Vision Plans.*

Objective: *Complete the Comprehensive General Plan Update.*

GOAL: Develop Implementation Program for the Updated General Plan.

Objective: *Develop a work program for the Implementation Program, to include staffing and costs.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
% of Implementation work program complete	0	0	20%	100%	100%

Objective: *Prepare updated policy and procedure guidelines.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
% of procedural guides complete	0	0	0	100%	100%

Objective: *Update and revise regulatory documents and codes related to implementing the General Plan.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
% of document updates complete	0	0	0	80%	100%

Objective: *Prepare Specific Plan or other regulatory plans necessary to fully implement the General Plan.*

Annual Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
% of regulatory plans complete	0	0	0	30%	70%

GOAL: Ensure the City's General Plan goals and policies are implemented through the review/approval of development applications.

Objective: *Continue to review projects by the Planning Commission, Design Review Committee and staff.*

Projects Reviewed Annually	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
No. of conditional use permits	95	84	95	95	95
No. of rezoning/text amendments	2	1	4	4	4
No. of design reviews	90	67	75	75	75
No. of subdivisions	3	18	12	12	12
No. of plan checks	1050	1452	1320	1270	1270

GOAL: Review the planned community applications for consistency with General Development Plans.

Objective: *Process Sectional Planning Area plans, tentative maps and final maps in accordance with the master planned communities work program.*

Number of Projects Processed	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
Eastlake III	5	3	3	1	0
Eastlake II	10	0	3	2	0
Eastlake I	5	9	10	5	5
San Miguel Ranch	8	5	1	0	0
Bella Lago	0	0	1	0	0
Rolling Hills Ranch	3	0	1	0	0
Sunbow	0	1	1	1	1
Eastern Chula Vista (non-Master Planned Communities)	8	8	8	8	8

% of Plan Processed	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
Otay Ranch Village 2	10%	20%	50%	75%	80%
Otay Ranch Village 6	85%	90%	100%	100%	100%
Otay Ranch Village 7	0	50%	75%	100%	100%
Otay Ranch Village 11	85%	75%	90%	100%	100%
Freeway Commercial	30%	30%	75%	90%	90%
Eastern Urban Center	10%	10%	10%	25%	50%
University	0	0	10%	25%	50%
Otay Ranch Village 8	0	0	10%	25%	50%

GOAL: Implement the General Plan through master plans and implementation plans related to open space, resource conservation, and transportation.

Objective: Process long range plans in accordance with the General Plan

Number of Projects Processed	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
Otay River Watershed Mgmt. Plan	15	25	50	75	100
Dev. Phasing and Monitoring Program	0	8	41	74	100
Transportation Demand Management Program Implementation	NA	5	10	55	100
Transit First Program Implementation	NA	5	10	15	20
Otay Valley Regional Park Trails Master Plan	NA	NA	25	50	75
Greenbelt Master Plan Implementation Plan	NA	NA	25	100	100

GOAL: Maintain and enhance the community's quality of life as growth and development occurs by coordinating implementation of and improvements to the City's Growth Management Program.

Objective: Complete the City's Annual Growth Management Program review by June of each year.

Objective: Update the Growth Management Program to remain a leader in the region and to support the City's updated General Plan.

Measure	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.
Annual Growth Management Program Review	NA	100	100	100
% Completion	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.
Update Growth Management Program	NA	15	70	100

GOAL: Ensure that all development in the City is in compliance with all applicable State and Federal laws pertaining to environmental protection.

Objective: *Continue to review projects for compliance with the California Environmental Quality Act (CEQA).*

Projects Reviewed	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
Review of projects for CEQA compliance (categorical & statutory exemptions)	228	243	255	268	281
Initial environmental studies	40	34	39	44	49
Environmental review and permits for Capital Improvement Projects	28	24	32	25	25

Objective: *Continue to provide full disclosure of the potential environmental impacts of major projects through the preparation of Environmental Impact Reports and the implementation of Mitigation Monitoring Programs.*

Projects Reviewed	FY03 ACT.	FY04 ACT.	FY05 ACT.	FY06 PROJ.	FY07 PROJ.
Environmental Impact Reports in process	11	7	10	9	9
Mitigation Monitoring Programs	24	26	24	25	25

Objective: *Continue to protect biological resources through compliance with State and Federal Resource Protection regulations.*